

Office of the City Manager

TO: Mayor Matt Gerding and City Council Members
FROM: Robert M. Belmore, City Manager
DATE: Friday, February 16, 2024
SUBJECT: City Manager's Report for Tuesday, February 20, 2024 City Council Meeting

6:30 p.m. – Non-meeting / Union Negotiations
Re: Tentative Agreement

Unfinished Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance 8-24: Amend Chapter 34, Exemptions and Credits, Section 34.6, Solar Exemption, to Re-Adopt the Provisions of RSA 72:62 and Limit the Solar Exemption to a Maximum Amount of \$25,000.** Again, the Finance Committee supports an Ordinance change to re-adopt the Solar Exemption limiting the Solar Exemption to a maximum amount of \$25,000.00.

Resolutions

- A. **Resolution 31-24: To Notify the City Tax Collector that the City Council Shall Not Accept a Tax Deed on Properties Located on Wexford Lane and Blackwater Road Subject to an Unredeemed Tax Lien.** Again, the recommendation of “not to accept” is based on the land containing buried trash and debris, ie: potential contamination clean-up costs.
- B. **Resolution 32-24: To Notify the City Tax Collector that the City Council Shall Not Accept a Tax Deed on Certain Properties Subject to an Unredeemed Tax Lien.** Again, the Finance Committee voted to support Resolution No. 31-24 and Resolution 32-24.
- C. **Resolution 33-24: To Authorize the City Manager to use Funding from the American Rescue Plan Act and Contract with ENE Systems of New Hampshire, Inc. to Replace the Air Conditioning System at the Somersworth Police Station.** Again, the Finance Committee voted to support replacing the current air conditioning system which has failed.

D. **Resolution 34-24: To Authorize the City Manager to Contract with GMI Asphalt, Inc. of Belmont, New Hampshire for Fiscal Year 2024 Road Resurfacing Improvements and to Repair and Reconstruct the Sidewalk on the East Side of Maple Street.** Again, the Public Works and Environment Committee and Finance Committee voted to support this action.

E. **Resolution 35-24: To Accept Whippoorwill Way and Sandlot Lane as a Public Ways.** Again, the Public Works and Environment Committee voted to support acceptance of these two (2) roads providing that certain conditions are met.

Other

A. **Vote to Ratify a 3-Year Collective Bargaining Agreement (CBA) between the Somersworth School Board and the Somersworth Association of Clerical and Aides (SACA)** Please see attached “*confidential*” Memorandum from School Superintendent Louis Goscinski.

Informational Items

A. **Upcoming City Council Workshops & Special Meetings.**

- Monday, March 18 at 6:00 p.m. - *State of the City Address* before the Regular Council Meeting at 7:00 p.m.
- Monday, April 1 at 6:00 p.m. - *City Manager Presents FY 2025 Proposed Budget* 7:00 p.m. - *FY 2025 Budget Public Hearing* and Regular Council Meeting
- Saturday, April 6 at 8:30 a.m. – *Community Support Organizations & City Departments Budget Review*
- Monday, April 22 at 7:00 p.m. – *Special City Council Budget Meeting* (if needed)

City Hall is Closed on Monday, February 19 for President's Day Holiday

Attachments

1. **Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: **8-24**

**AMEND CHAPTER 34, EXEMPTIONS AND CREDITS,
SECTION 34.6, SOLAR EXEMPTION, TO RE-ADOPT THE
PROVISIONS OF RSA 72:62 AND LIMIT THE SOLAR
EXEMPTION TO A MAXIMUM AMOUNT OF \$25,000**

February 5, 2024

THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 34, Exemptions and Credits, by deleting Section 34.6, Solar Exemption, in its entirety, and replace it with the following:

Section 34.6 Solar Exemption

The City re-adopts the provisions of RSA 72:62, an exemption from the assessed value for property tax purposes, for persons owning real property which is equipped with a solar energy system as defined in RSA 72:61. Such Solar property tax exemption shall be in an amount of \$25,000 or equal to the added assessed value of the qualifying solar energy system equipment as defined in RSA 72:61, whichever is less. This exemption shall be effective for the tax year that begins on April 1, 2024.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin

Approved:

City Attorney

City of Somersworth – Ordinance 8-24

History

First Read Date:	2/5/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

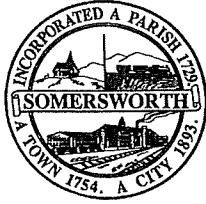
Discussion

2/5/2024

Deputy Clerk Ramsey performed a first reading of Ordinance 8-24.

Ordinance 8-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Cameron		
At Large Councilor	Messier		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Ordinance 8-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **31-24**

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON WEXFORD LANE AND BLACKWATER ROAD SUBJECT TO AN UNREDEEMED TAX LIEN

February 5, 2024

WHEREAS RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
5 Wexford Lane	35-12A
7 Wexford Lane	35-12B

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

City of Somersworth – Resolution 31-24

History

First Read Date:	2/5/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

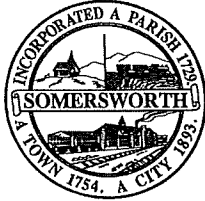
Discussion

2/5/2024

Deputy Clerk Ramsey performed a first reading of Resolution 31-24.

Resolution 31-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Messier		
At Large Councilor	Cameron		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Resolution 31-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **32-24**

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON CERTAIN PROPERTIES SUBJECT TO AN UNREDEEMED TAX LIEN

February 5, 2024

WHEREAS RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
30 Blackwater Road	35-14
79 Crystal Springs Way	82-43M
113 Sherwood Glen	87-113M
325 Sherwood Glen	87-325M
409 Sherwood Glen	87-409M
510 Sherwood Glen	87-510M
691 Sherwood Glen	87-691M
4 Ringer Drive	88-2M
5 Ringer Drive	88-10M

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

City of Somersworth – Resolution 32-24

History

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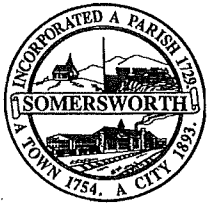
Discussion

2/5/2024

Deputy Clerk Ramsey performed a first reading of Resolution 32-24.

Resolution 32-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Messier		
At Large Councilor	Cameron		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Resolution 32-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 33-24

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE AMERICAN RESCUE PLAN ACT AND CONTRACT WITH ENE SYSTEMS OF NEW HAMPSHIRE, INC. OF BOW NEW HAMPSHIRE TO REPLACE THE AIR CONDITIONING SYSTEM AT THE SOMERSWORTH POLICE STATION

February 5, 2024

WHEREAS, the air conditioning system at the Somersworth Police Station has failed and no longer functions properly; and

WHEREAS, City Staff requested quotes from qualified contractors to replace the air conditioning system at the Somersworth Police Station; and

WHEREAS, the Finance Committee reviewed these quotes with City Staff and determined it is in the best interest of the City to utilize American Rescue Plan Act funds to start this project as soon as possible and recommends awarding a contract to ENE Systems of New Hampshire, Inc. of Bow, New Hampshire for an amount of \$55,240 (Fifty-Five Thousand Two Hundred Forty dollars); and

WHEREAS, the Finance Committee also recommends adding an amount of \$4,760 (Four Thousand Seven Hundred Sixty dollars) to this project for contingencies and authorize the City Manager to increase the contract to an amount not to exceed \$60,000 (Sixty Thousand dollars) if needed and determined to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager may use funding from the American Rescue Plan Act and contract with ENE Systems of New Hampshire, Inc. of Bow, New Hampshire to replace the air conditioning system at the Somersworth Police Station for an amount of \$55,240 (Fifty-Five Thousand Two Hundred Forty dollars); and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount of \$4,760 (Four Thousand Seven Hundred Sixty dollars) is included with this project for contingencies and the City Manager is authorized to increase the contract to an amount not to exceed \$60,000 (Sixty Thousand dollars) if needed and determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 33-24

History

First Read Date:	2/5/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

2/5/2024

Deputy Clerk Rasmey performed a first reading on Resolution 33-24.

Resolution 33-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Messier		
At Large Councilor	Cameron		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Resolution 33-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 34-24

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH GMI ASPHALT, INC. OF BELMONT, NEW HAMPSHIRE FOR FISCAL YEAR 2024 ROAD RESURFACING IMPROVEMENTS AND TO REPAIR AND RECONSTRUCT THE SIDEWALK ON THE EAST SIDE OF MAPLE STREET

February 5, 2024

WHEREAS, the City Council adopted Resolution 18-24 on October 23, 2023, authorizing the City Manager to prepare and request bids from qualified contractors for road improvements to the following City streets:

West High Street (High Street to Cemetery Road) mill/overlay
Pleasant Street (High Street to Green Street) mill/overlay
Silver Street (Franklin Street to Pleasant Street) mill/overlay
Fremont Street (Silver Street to Garden Road) mill/overlay
Parkview Terrace (Maple Street to end of pavement) shim/overlay
Trench patching due to water breaks; and

WHEREAS, Resolution 18-24 authorized including the repair and reconstruction of the sidewalk on the east side of Maple Street from the Maplewood School to Cemetery Road; and

WHEREAS, the Public Works and Environment Committee reviewed the results of the bids received with City staff and recommends contracting with GMI Asphalt, Inc. of Belmont, New Hampshire; and

WHEREAS, the Finance Committee reviewed the results of the bids received with City staff and recommends contracting with GMI Asphalt, Inc. of Belmont, New Hampshire for an amount of \$582,455 (Five Hundred Eighty-Two Thousand Four Hundred Fifty-Five dollars); and

WHEREAS, The Finance Committee recommends including a contingency in the amount of \$42,545 (Forty-Two Thousand Five Hundred Forty-Five dollars) for the project, and allow the City Manager to increase the contract to an amount not to exceed \$625,000 (Six Hundred Twenty-Five Thousand dollars) if needed, and it is determined to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with GMI Asphalt, Inc. of Belmont, New Hampshire to make road improvements to the aforementioned City streets and sidewalk improvements as described on Maple Street for a cost of \$582,455 (Five Hundred Eighty-Two Thousand Four Hundred Fifty-Five dollars); and

BE IT FURTHERED RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount of \$42,545 (Forty-Two Thousand Five Hundred Forty-Five dollars) is included with the project total for contingencies and the City Manager is authorized to increase the contract to an amount not to exceed \$625,000 (Six Hundred Twenty-Five Thousand dollars) if needed, and it is determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 34-24

History			
First Read Date:	2/5/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

2/5/2024

Deputy Clerk Rasmey performed a first reading on Resolution 34-24.

Resolution 34-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Messier		
At Large Councilor	Cameron		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On Resolution 34-24		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **35-24**

TO ACCEPT WHIPPOORWILL WAY AND SANDLOT LANE AS PUBLIC WAYS

February 5, 2024

WHEREAS, the City of Somersworth Planning Board approved a certain subdivision known as Conservation Subdivision Plan for Greenview Subdivision, 138 Rocky Hill Road, Somersworth New Hampshire, Tax Map 54 Lot 1, revised on December 6, 2017, Final Plans signed May 14, 2018 prepared by TRITECH Engineering Corporation, recorded as Plan #115-092 through 115-094 at the Strafford County Registry of Deeds and the roadway was to be accepted by the City of Somersworth; and

WHEREAS, the City Council named Whippoorwill Way and Sandlot Lane as streets by Resolution No. 38-18 on June 4, 2018; and

WHEREAS, the roads known as Whippoorwill Way and Sandlot Lane have been constructed to the satisfaction of the City; and

WHEREAS, the following conditions apply: A 2-year maintenance Surety Bond in the amount of \$125,000 (One Hundred Twenty-Five Thousand dollars) is provided acceptable to the City, a deed to the road as well as all needed public utility easements are provided to the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to accept and record deeds to Whippoorwill Way and Sandlot Lane and said ways are hereby accepted as public right of ways subject to the aforementioned conditions.

Authorization

Sponsored by Councilors:

Denis Messier
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

City of Somersworth – Resolution 35-24

History

First Read Date:	2/5/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

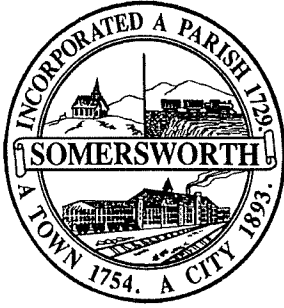
Discussion

2/5/2024

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Resolution 35-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Messier		
At Large Councilor	Cameron		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Resolution 35-24	PASSED	FAILED



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: February 14, 2024

Re: Monthly Report

Finance Department:

- Working with Departments on developing FY24-25 budget proposal.
- Filed W-2s and 1099s for year end.
- Bids:
 - Road Paving – Received 1/18/2024
 - Constitutional Way Complete Streets – Due 2/8/2024

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, and various standing committee meetings during the month.
- Cash receipts for the month were \$8,128.
- Permits:
 - Somersworth Festival Assoc. Breakfast w/ Frosty 2/10/2024
 - Somersworth Festival Assoc. Spring Craft Fair 5/4/2024
 - Somersworth Festival Assoc. Celebration 6/15/2024
 - Somersworth Festival Assoc. International Children's Festival 6/15/2024
 - Somersworth Festival Assoc. Kids Concert Series 7/10 – 8/7/2024
 - Somersworth Festival Assoc. Pumpkin Festival 10/12/2024
 - Somersworth Festival Assoc. Harvest Craft Fair 10/26/2024
 - Somersworth Festival Assoc. Penny Sale 11/24/2024
 - Somersworth Festival Assoc. Holiday Craft Fair 12/7/2024

- VFW Post 4485 – Games of Chance Yahtzee 1/1-12/31/2024
- Gather Food Pantry – Food Pantry Distribution – Every other Monday

Tax Collector:

- Property Tax bills were due January 5, 2024.
- Motor vehicle registrations were a total of \$184,895 during the month.
- Collected \$5,705 for Municipal Transportation Fund during month.
- Total receipts for the month were \$11,732,838.

Library

- Programs for February:
 - Kids Club Feb. Session – Cook a Book
 - Gardening Series – Vegetable Gardening 2/13
 - Needle Felted Hearts with The Gathering Place – 2/14
 - Hearing Loss Seminar – 2/21
 - Cook Book Club – 2/24
 - Adult Winter Reading Challenge begins in Feb.
 - Reading Buddy Adoption Clinic begins in Feb.
 - Nailed It – All Ages Program based on cooking show 2/27
 - PNSY STEM Childrens Program 2/28
- The Library had 2,670 visits in January.
- There were 39 new library cards. There are currently 1,677 active cards.

Human Services:

- Total assistance for the month was \$12,623 That compares to \$6,033 for the month of December 2023 and \$14,169 for January 2023.
- 5 new cases were opened compared to 2 in 2023.
- 12 cases were approved for varying levels of assistance with 2 denials and 3 cases pending. 65 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.

Assessing

- The Assessing Department is conducting a city-wide revaluation this year.
- Started accepting abatement requests. Taxpayers can file until March 2024.

Date: 2/1/24

To: Robert Belmore, City Manager

From: Michelle Mears, AICP

Director of Planning and Community Development & D.D.S. Staff

Re: Department of Development Services January 2024 - Monthly Report

In addition to the Department's various activities listed in the attached staff reports, City Staff attended or assisted with the following Land Use Board meetings.

- Zoning Board – January 3
- Conservation Commission – January 10
- Planning Board – January 17
- SRTC – February 7
- Historic District Commission – January 25

Building and Health Departments

MAJOR Building Permits Applied for January 2024

Address		Construction Costs	Fees
165	Rt 108	\$ 5,345,000.00	\$ 48,130.00
Total		\$ 5,345,000.00	\$ 48,130.00

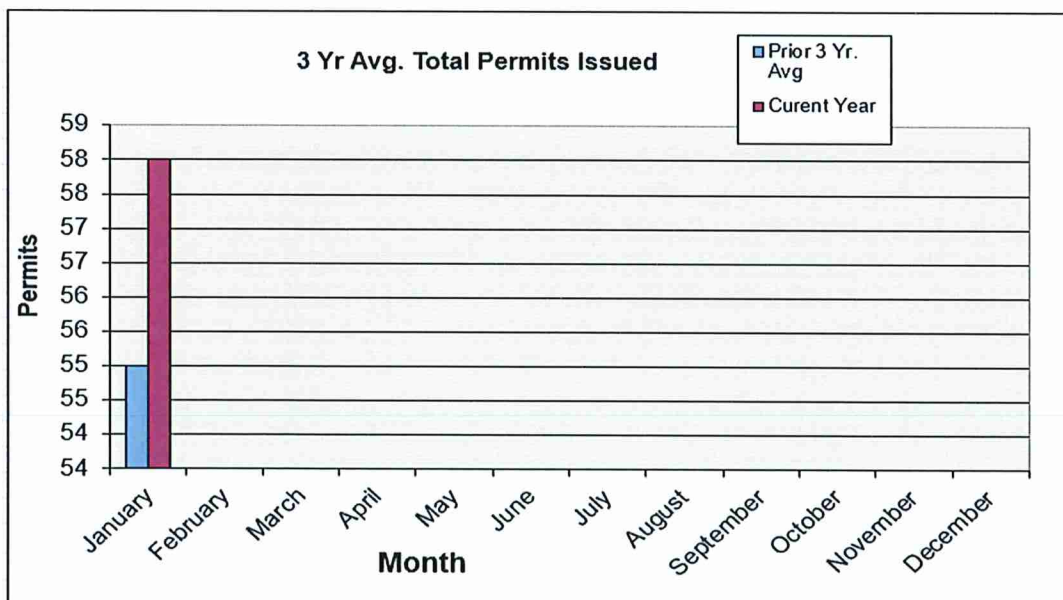
MINOR Building Permits Applied for January 2024

Address		Construction Costs	Fees
165	Blackwater Rd #28	\$ 16,505.00	\$ 173.55
165	Blackwater Rd #20	\$ 12,780.00	\$ 140.00
25	Stackpole Rd	\$ 30,000.00	\$ 295.00
44	Whippoorwill Way	\$ 12,600.00	\$ 138.40
245	Green St	\$ 14,502.00	\$ 159.00
7	Portland St	\$ 44,000.00	\$ 421.00
8	Firefly Cir	\$ 18,974.00	\$ 196.00
12	Maize Dr	\$ 6,623.00	\$ 84.61
11	Silver St	\$ 10,979.00	\$ 125.00
11	Ringer Dr	\$ 35,600.00	\$ 345.40
303	Sherwood Glen	\$ 1,500.00	\$ 38.50
353	High St	\$ 150,000.00	\$ 1,375.00
2	Glenview St	\$ 34,206.30	\$ 333.00
20	Curran Way	\$ 12,000.00	\$ 133.00
67	Crystal Springs	\$ 18,000.00	\$ 187.00

17	Laurel Ln	\$ 13,707.54	\$ 143.37
77	Union St	\$ 29,337.00	\$ 286.00
155	Rt 108	\$ 37,000.00	\$ 358.00
48	Sunningdale Dr	\$ 15,812.00	\$ 168.00
73	Crest Dr	\$ 23,785.00	\$ 239.00
Totals		\$ 537,910.84	\$ 5,338.83

Permit Receipts as of January 2024

PERMIT RECEIPTS							
	2020	2021	2022	2023	2024	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$56,497.71	\$44,010.92	77.9%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12			
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68			
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50			
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63			
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71			
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47			
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10			
September	\$23,396.60	\$13,805.11	\$30,356.86	\$10,732.46			
October	\$16,152.79	\$18,139.91	\$12,587.39	\$22,766.41			
November	\$12,376.38	\$8,476.08	\$30,037.01	\$6,930.30			
December	\$6,925.03	\$8,858.58	\$7,853.79	\$18,565.77			
Year total	\$193,817.84	\$289,149.41	\$258,579.90	\$238,095.94	\$56,497.71	\$44,010.92	
Difference of change this year to last (completed months only)							



Property Maintenance January 2024

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
446 High Street	MPV	11/17/2022	NOV	Pending
37 Franklin Street	MPV	12/5/2022	CN	Pending
11 Ash Street #A	MPV	1/5/2023	NOV	Pending
Blue Heron Drive	Wetlands Violation	2/10/2023	NOV	Pending
65 Green Street	Fire Escape Violation	3/23/2023	CN	Pending
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
289 Main Street	MPV	4/28/2023	NOV	Pending
254 High Street	Siding Violation	5/31/2023	NOV	Pending
283 Main Street	MPV	7/6/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
8 Wiggins Court	Zoning Violation	8/9/2023	NOV	Pending
396 High Street	MPV	8/29/2023	NOV	Pending
334 Main Street	Zoning Violation	1/30/2015	NOV	Pending
59 High Street	MPV	10/17/2023	CN	Pending
82 High Street	Zoning Violation	10/19/2023	NOV	Pending
472 High Street	Sign Violation	10/27/2023	CN	Pending
290 Main Street	Siding Violation	10/31/2023	NOV	Pending
47 Prospect Street	MPV	10/31/2023	CN	Pending
8 Wiggins Court	Zoning Violation	11/6/2023	NOV (2)	Pending
156 High Street #C	Sign Violation	11/16/2023	NOV	Pending
45 Cinnamon Ridge Road	Camper Violation	11/21/2023	CN	Pending
197 Rt. 108	Trash	11/21/2023	NOV	Pending
71 Franklin Street	Trash	11/28/2023	CN	Resolved
81 Franklin Street	Trash	11/28/2023	CN	Resolved
99 Green Street	Trash	11/28/2023	CN	Pending
47 Green Street #B	MPV	11/30/2023	NOV	Pending
24 West High Street	Dumpster Violation	12/5/2023	CN	Pending
42 Green Street	MPV	12/6/2023	CN	Pending
1 Drew Road	Fence Violation	12/11/2023	CN	Pending
47 Maple Street	Siding Violation	12/11/2023	CN	Pending
81 Franklin Street	Trash	12/14/2023	CN	Resolved
18 High Street	MPV	12/14/2023	NOV	Pending
90 Market Street	Siding Violation	12/14/2023	CN	Pending
56 Market Street	Siding Violation	12/14/2023	CN	Pending
400 High Street	MPV	12/18/2023	CN	Pending
47 Green Street #A	MPV	12/19/2023	NOV	Pending

197 Rt. 108	Oil Spill	12/19/2023	NOV	Pending
97 High Street	Siding Violation	12/22/2023	CN	Pending
19 Tri-City Road	Off Premise Sign	12/28/2023	CN	Pending
7 Ash Street	Trash	12/28/2023	CN	Pending
31 Waltons Way	Trash	1/2/2024	CN	Pending
6 Highland Street	Trash	1/3/2024	CN	Resolved
51 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
47 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
53 Prospect Street	Siding Violation	1/8/2024	CN	Pending
132 High Street	Boarding House	1/9/2024	CN	Resolved
20 Walnut Street	Trash	1/9/2024	CN	Resolved
24 Washington Street	Trash	1/11/2024	CN	Resolved
76 Elm Street	Trash	1/12/2024	CN	Resolved
14 South Street	Siding Violation	1/12/2024	CN	Resolved
20 Cliff Street	Trash	1/12/2024	CN	Resolved
13 Water Street	Trash	1/12/2024	CN	Resolved
49-51 Franklin Street	Trash	1/22/2024	CN	Resolved
77 High Street	Trash	1/22/2024	CN	Resolved
14 Franklin Street	Trash	1/22/2024	CN	Resolved
16 Portland Street	MPV	1/23/2024	CN	Pending
199 High Street	Trash	1/24/2024	CN	Resolved
38 Franklin Street	Trash	1/24/2024	NOV	Pending
31 Market Street #A	MPV	1/30/2024	NOV	Pending
354 Main	Trash	1/31/2024	CN	Resolved

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of January 2024 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of January, 2024, thirteen (13) open matters became compliant and were closed.
- In January, 2024, the Code Compliance Office issued:
 - Sixteen (16) Courtesy Notices; and
 - Four (4) Violation Notices

COURT MATTERS – Ongoing

- **City v. Michael Davis – 25 Otis Road**
 - The Court held a review hearing on September 14, 2023, at which parties and counsel appeared. The Court reviewed the parties' Third Joint Statement Of Status, and heard from counsel. The parties agree that the defendant has made and is making progress on the Conditional Use Permit ("CUP"), which remains the sole outstanding item. To that end, the defendant assembled necessary materials and attended and presented at the

Conservation Commission meeting on September 13. The Commission requires additional information (a timeline/annotated plan indicating what has occurred on the property at what time). The parties anticipate that the CUP process will require an additional two-to-three Commission meetings and two-to-three Planning Board meetings.

- Based on the parties' joint request, the Court now rules as follows:
 - 1. A review hearing will be scheduled for early March, by which time the parties expect that the CUP process will have concluded. The hearing will concern the status of the CUP process as well as the City's outstanding sanctions requests.
 - 2. On or about the 20th of each month, the parties shall file status reports as to the CUP process and any other issues.
 - 3. If any party needs a hearing on any issue between now and March, that party may file a motion seeking a hearing and explain why one is necessary.
- **January Update:** The Defendant's application for a CUP is still pending at the City's Conservation Commission. The Defendants new legal representation provided the Conservation Commission with a timeline seeking additional time to complete the Defendants application. The Conservation Commission continued the applicant to the July 10th meeting of the Commission. A compliance hearing is slated for 3/14/2024 at Strafford Superior Court.

Land Use Boards:

Minor Field Modification Requests:

Midway Auto's request to repave the existing parking lot and improve landscaping for a property located at 155 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 63 Lot 11A was **approved**.

Conservation Commission:

January 10th

- Michael Davis's request for a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.
- Michael Davis's request for a conditional use permit for tree removal within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential Single Family (R1) District, Assessor's Map 31 Lot 46 CUP#07-2023 was **continued**.

- Tammy Desrosiers's request to place a 10x12 shed with 1' tall wall of rock or timber along the right side as installed without a permanent foundation and installation of gravel drip edge around shed was **recommended for approval**.
- Tammy Desrosiers's request for proposed amendments to CUP#08-2022, to install 3 rock walls in a tiered manner and replanting of shrubs and plants on Flynn St. side of property was **recommended for denial**.

Historic District Commission:

January 25th

- A Historic Plaque Program Workshop with the Summersworth Historical Society & Museum was held.
- Jonathan Hill's request for a certificate of appropriateness to install areas of refuge outside of the third-floor attic windows on a property located at 14 Fayette Street, in the Residential Multi-Family with Historic Overlay (R3H) District, Assessor's Map 10 Lot 7, HDC#01-2024 was **approved**.
- Ethan P. Clark's request for a certificate of appropriateness to replace a door and renew certificate of appropriateness HDC#35-2022 for replacement of siding, trim and windows for a property located at 37 Lincoln Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 156, HDC#35-2022 & HDC#02-2024 was **approved**.

Planning Board:

The Planning Board reviewed the following:

January 17th

- A) **PUBLIC HEARING:** EFI Motorsport's request for a site plan amendment to add used car sales to an automotive repair/service station on the property located at 20 Rescue Lane in the Industrial (I) District, Assessor's Map 58 Lot 6G, SITE#13-2022 was **approved**.
- B) **PUBLIC HEARING:** New Hampshire Home Buyers, LLC c/o Bruton & Berube, PLLC's request for a minor subdivision approval to divide one residential lot into two residential lots on a property located at 44 Rocky Hill Road, in the Residential/Single Family (R1) District, Assessor's Map 26 Lot 7 SITE#22-2023 was **approved**.

Site Review Technical Committee:

January 3rd, 2024

- New Hampshire Home Buyers, LLC c/o Bruton & Berube, PLLC is seeking minor subdivision approval to divide one residential lot into two residential lots on a property located at 44 Rocky Hill Road, in the Residential/Single Family (R1) District, Assessor's Map 26 Lot 7 SITE#22-2023.

January 10th, 2024

- Wal-Mart Stores, Inc. is seeking site plan approval for a 6,630 square-foot addition and site improvements on a property located at 59 Walton's Way, in the Residential/Commercial (RC) District, Assessor's Map 37 Lot 10 SITE#23-2023.

Zoning Board:

January 3rd, 2024

- **PUBLIC HEARING:** Jaime Aldebot's request for a Special Exception from Table 4.A.5 to allow Motor Vehicle Services (indoor car detailing business) on a property located at 497 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 40 Lot 53, Condo Map 90 Lot 53C, ZBA#20-2023 was **approved**.
- **PUBLIC HEARING:** Harvey Signs, Inc./Richard Harvey's request for a Variance from Section 19.20.D.4.a and 19.20.D.4.e.i to allow for an additional 24.78 square feet of freestanding sign area and 19.20.D.4.e.v. to allow two (2) freestanding signs on a property located at 192 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 62 Lot 05, ZBA#21-2023 was **approved**.

Master Plan Update – 2023-2024

Housing Chapter

In January, Planning staff reviewed the first working draft of the Housing Chapter. Staff provided notes and revisions in preparation for Strafford Regional Planning Commission's presentation of the Housing Chapter to the Planning Board in February.

Natural Resources Chapter

To kick off the Land Use & Natural Resources Chapter update, staff from Strafford Regional Planning Commission attended the January 10th Conservation Commission meeting to meet members and provide an introduction to the project. Staff began planning for the first Land Use & Natural Resources Workshop that will be held in February. A Land Use & Natural Resources Chapter [webpage](#) was created on the City website to educate the public on the project and provide the community with opportunities to participate in the planning process.

Economic Development – January 2024

This Month's Commercial & Business Activity Includes - But is Not Limited to:

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and /or Lease*]
- a) **Vacant -Privately owned Property**
- **Existing: Business Expansion** [*Local Business growing and providing new/ more service*]
 - ✓ Tri City Masonry-exploring expansion
 - ✓ Favorite Foods
 - ✓ Kids Culture
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]

- ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - *Storage Center*
- ✓ Somersworth Sports Hub: Willand Drive
 - *Sports Dome*
- ✓ MB Tractor: 355— Route 108
 - *Tractor Retail Sales*
- ✓ Forward -Merch: 436 -Route 108
 - *Screen Printing & Fulfillment Center*
- ✓ Wentworth Douglas Hospital Daycare Center- Terrascope
 - *Providing daycare for over 200 children PB approval January 2023*
- ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - *Car Wash*
- ✓ PetWellClinic – 10 Andrews Road
 - *Veterinary clinic for dogs and cats*
- ✓ Vida Tortilla- 45 Market Street

➤ **Final Certificate of Occupancy Granted**

- ✓ Ay Jalisco Mexican Restaurant – 475 High St. Suite D
 - *Restaurant*

➤ **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]

- 1) Vietnamese Food- Tri-City Plaza
 - *Formerly Flooring Company next to TJMAXX*
- 2) Janco
- 3) Pizza and pub restaurant – 202 Route 108
- 4) Dancy Company Lucky's Plaza
- 5) Bakery Downtown
- 6) Mixed use building- restaurant/café with housing on upper stories High Street

➤ **# SeeSomersworth**

- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:
www.facebook.com/seesomersworth

➤ **Community Advocacy:** ZOOM Meetings & Roundtables

- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
- ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
 Economic Development Roundtable hosted by Commissioner Caswell
- ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD

➤ **Relationships & Partners:** Regular Engagement, Involvement, and Interface

- ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – January 2024

Program & Event Highlights:

- **Rec Youth Basketball-** This 8-week Rec basketball program will conclude in February. Recreation Supervisor worked with the High School Varsity basketball coaches & Athletic Director to offer Rec Basketball Nights at 4 Varsity (girls & boys) games. Rec Players in grades 3-6 were invited to cheer on the varsity players, hang out in the locker room for pre-game, and play a game for the big crowd during halftime. This was a great experience for our young players and a nice way for us to show support for the Hilltoppers.

Upcoming Activities:

- **Annual Rec Valentine's Dance-** ticket sales opened on Monday, January 8th at 8am. Tickets are sold out and we currently have a waitlist. We have secured a DJ and Photobooth for the dance. Staff are working on securing volunteers to help at the dance.
- **Biddy Basketball-** This program is split into 2 age divisions- ages 3/4 & ages 5/6. The program will run for 5 sessions on Saturday mornings; March 2nd- 30th. Both age groups are currently full with a waitlist. We are in need of more volunteers to help coach the program.
- **St. Patrick's Day Social with SYC (NEW)-** Rec staff are collaborating with Somersworth Youth Connection to offer a new event for residents ages 50+. This intergenerational event will allow SYC students to connect with residents through fun themed-games and activities. We'll have light refreshments and raffle prizes. Residents are asked to RSVP to the Rec Dept. by March 8th.
- **Easter Egg-Stravaganza Egg Hunt-** This popular annual event is scheduled for Friday, March 29th at 4:30 pm at Jules Bisson Park. Staff have ordered candy-filled eggs and are working on planning other event logistics.

Park Updates:

- **1/8:** Public Works closed Millennium Park & Dog Park, Mast Point Dam Recreation Area, and Willand Pond Recreation Area for the winter season. These parks will re-open in the spring when weather permits.

Staff Updates & Meetings:

- **1/9- 1/11:** Rec Supervisor attended the annual Northern New England Recreation & Park Conference in Whitefield, NH. This conference is a great opportunity to network with Parks & Rec professionals from across New England as well as the chance to attend lots of great educational sessions.

MISC:

- **RecDesk Updates-** Registrations for month of January:
 - Online: 80
 - In-person: 8
 - Member profiles created: 133



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: February 14, 2024

SUBJECT: Public Works Department Monthly Report for January 2024

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

Highlights of the Department's activities during this reporting period are as follows:

-Installation of the High Street corridor traffic signal upgrade is completed; a final walk through with NHDOT occurred in January. Now working with Back Bay Networks on installing communication links to each of the signals to enable our traffic engineer to complete the programming and synchronization of the signals. Remaining key punch list items is to resolve an issue with the emitters used in our public safety vehicles sending signals to the new preemption receiver equipment.

-Met with a program manager from NHDOT on the possibility of the State providing grant funds (80%) to assist with constructing a new sidewalk on W. High St from Cemetery Road to High St. The City was successful in getting this project in the States 10 Yr. Plan for Highway Funding and was set for available grant funding in 2030. The State DOT now reports to have funds earlier than planned and has asked if the City would be interested in funding the sooner. The City Engineer has prepared an updated cost estimate and we have briefed the City Manager about this possibility.

-Attended the Annual NEWEA (New England Water Environment Association) Conference in Boston

-Held a kick off meeting with our engineering consultant on the engineering and design of the new Hamilton (Noble Pines) Water Storage Tank.

-Participated in the pre-construction meeting with the Sports Dome project team.

-Worked with Police /Fire and 2 Way Communications (Motorola vendor) on a recommended plan to install upgraded radio repeater systems to the current equipment located at the Hill Top Apartment building which will accommodate Police, Fire and Public Work's needs.

-Participated in an E 911 Committee meeting to discuss and consider proposed addressing changes for Willand Drive.

-Met with the design engineer from BETA and staff on progress with the Main Street water main replacement project. Prepared a letter to the NHDOT Highway Commissioner regarding District 6 mandate that the water main be installed on the shoulder of the portion of Main St owned by the State.

-Conducted a non-mandatory pre bid meeting on the Constitutional Way Complete Streets project; bids due in early February. Asked our project engineer to assess the possibility of adding a crosswalk to the existing 3 crosswalk configuration on High Street at Constitutional Way; and staff is looking at how best to address the concrete retaining wall at the Shiva Market parking lot that fronts Constitutional Way.

-Met with project officials of Eversource and Unitil about their requests for easements on City property to accommodate their new substation under construction at the Maple Street "Pit." The easements will provide access for the installation of below ground communication equipment to the new substation.

-Entered into an agreement with Wright-Pierce Engineering to complete an Engineering Report and Phase II Preliminary Design for upgrades to wastewater treatment facility

-Attending City Council and Council Committee meetings, SRTC and SRPC meetings during January.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Inspected downtown business district for trash and weeds; removed as needed
- Replaced signs city wide damaged from weather and accidents
- Performed season tree limb trimming over roads and sidewalks
- Performed seasonal road side trimming
- Filled salt barrels at the schools after winter events
- Performed seasonal curb side Christmas tree collection
- Set up all 5 wards for voting, broke down all 5 wards after voting
- Applied liquid brine on selected streets ahead of an early January winter event
- Completed driver training for ELDT, operator received his CDL
- Continued work on straightening street signs city wide
- Repaired decorative banners downtown
- Washed and greased all trucks after winter events
- Collected shopping carts along city streets multiple times during January
- Removed downed trees from weather events
- Repaired a wash out on Stackpole Road. after heavy rains
- Repaired wash outs on Beacon Street and Blackwater Road after heavy rains
- Performed roadside trash collection
- Recovered the dirty dirt pile at the Maple Street pit from Fire Department site
- Responded to 11 winter weather events, which mostly involved freezing rain/sleet events.
Used close to 700 tons of salt during January.

Recreation:

- Removed downed trees in parks after weather events
- Completed building of new picnic tables for Millennium Park

Water Distribution Support:

- Assisted with a water break at 69 Kelwyn Dr

Sewer Collections Maintenance:

- Received 17 Digsafe request

ENGINEER DIVISION

- Attended Public Works & Environment Committee meeting.
- Attended Finance Committee meeting.
- Attended NEWEA conference Jan 22-23.
- Attended Sports Dome Pre-construction meeting.
- Completed Lead Service Line Inventory check-in meeting with NHDES.
- Attended E-911 Committee meeting.
- Continued discussions with business owners on Willand Drive regarding address changes.
- Attended budget meetings for highways, water, wastewater, engineering.
- Completed FY2024 Paving Pre-bid meeting and receive bids.
- Completed inspections of Greenview subdivision.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Completed punch list walkthroughs of CMAQ project.
- Continued oversight and project management of TAP Grant project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Continued oversight and site visits for BETA design progress on Main Street watermain design project.
- Continued oversight of Constitutional Way and Main Street Complete Streets with Wright-Pierce.
- Completed review and approval of several driveway permits.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating the process in A20 mode which is used for the winter months. The winter season runs from November 1st thru April 30th. During this time, we are not required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements.
- Developing our newest team members Ervin and Chris. They are both settling in nicely within their positions and coming along quicker than expected with responsibilities. Staff will be enrolling them both in a home study course this week in preparation for the wastewater operator certification exam scheduled in June.
- HACH was onsite on 1/30 and serviced the CL-17 chlorine analyzers in accordance with our service agreement. No issues or concerns were noted.
- Staff completed laboratory ethics training on 1/9/24. This is recommended annually by NHDES.

- RMI completed annual SQC report on the water plants sludge and submitted to NHDES
- Richardson Electric completed repair on high lift #2 feed line
- Final permit to discharge was approved
- Attended budget review meeting with City management
- Contacted RMI and Synagro for multiyear quote for lagoon cleaning
- Replaced high bay lights in distribution warehouse with new LED lights
- Attended annual joint meeting for NEWWA and NHWWA
- Reviewed updated rent agreement with PALL corporation for testing building
- Attended Lead & Copper grant meeting via Teams

WATER DISTRIBUTION

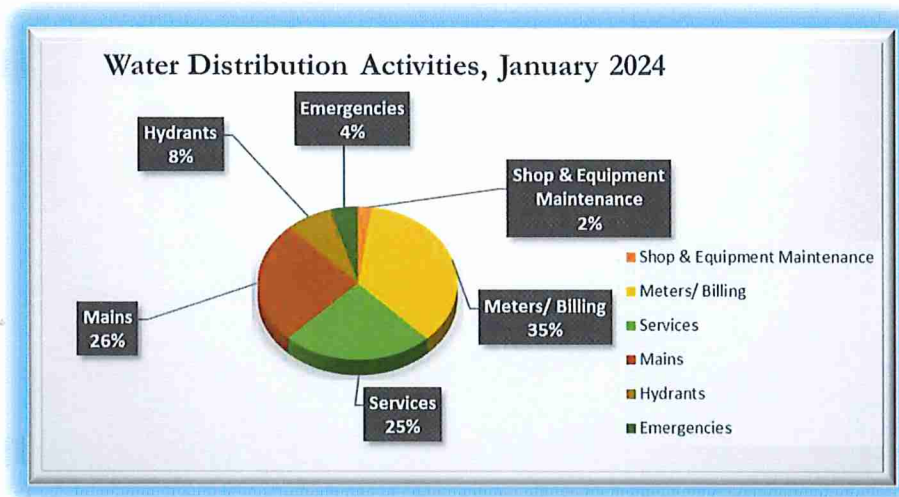
-Continued supporting as needed Hydro Utilities with the on- going residential water meter replacement project. Have needed to respond to some water valve problems at the curb stop and to address leaking or defective water meters after they have been installed and later were leaking.

-Arranged for the repair of a damaged water service line that occurred during a new water meter installation at a residential property on School Street.

-Responded to a water main leak on Kelwyn Drive, repaired the main line that was leaking.

-Conducted meter reading and responded to service request received from the Utility Clerk.

- Water Distribution operators completed 115 work orders and service requests in the month of January.
- Hydrant Repairs
- Valve replacements
- Hydrant winterizing
- Meter breakdowns



- Assisted with reviewing/editing the draft O&M manual for the wastewater asset management plan. Wright-Pierce is assisting us with this project.
- The City and Wright-Pierce Engineering signed an agreement to complete an Engineering Report and Phase II Preliminary Design for the wastewater treatment facility.
- Activated the high flow plan four (4) times during the month of January.
- Received zero gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Completed the 2023 Annual Septage Report for NH-DES.
- Treated a total of 68-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed five (5) wastewater surveys with two (2) generating commercial permits.
- Issued two NOV's (Notice of Violation). One to General Linen for excessive FOG discharge and one to the Lamprey Regional Cooperative for low pH exceedance.

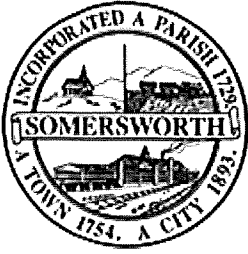
Capital Improvements Plan (CIP) Items:

- Outstanding upgrade warranty issues:
 - We have finally firmed up a schedule from GEA/Westfalia to complete the work required to address the ongoing vibration issues with the solids dewatering unit. We received the new solids guide and will be taking the machine offline between 2/13-14 to conduct the repair as well as a 3-year service inspection. Once completed, this will close out all outstanding warranties from the Plant upgrade project.

WATER TREATMENT

Items completed this month:

- Bacteria's and TOC's water quality testing completed
- Pumped 35,994,000 gallons of raw water
- Filtered and pumped to the city 33,837,250 of finished water
- Submitted quarter #4 D/DBP report to NHDES
- Responded to water quality complaint on W. High Street



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

Business: (603) 692-3131 Fax: (603) 692-2111

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: February 1, 2024
Subject: Monthly Report – Month of January 2024

Below are some of the activities of our department for the month of January:

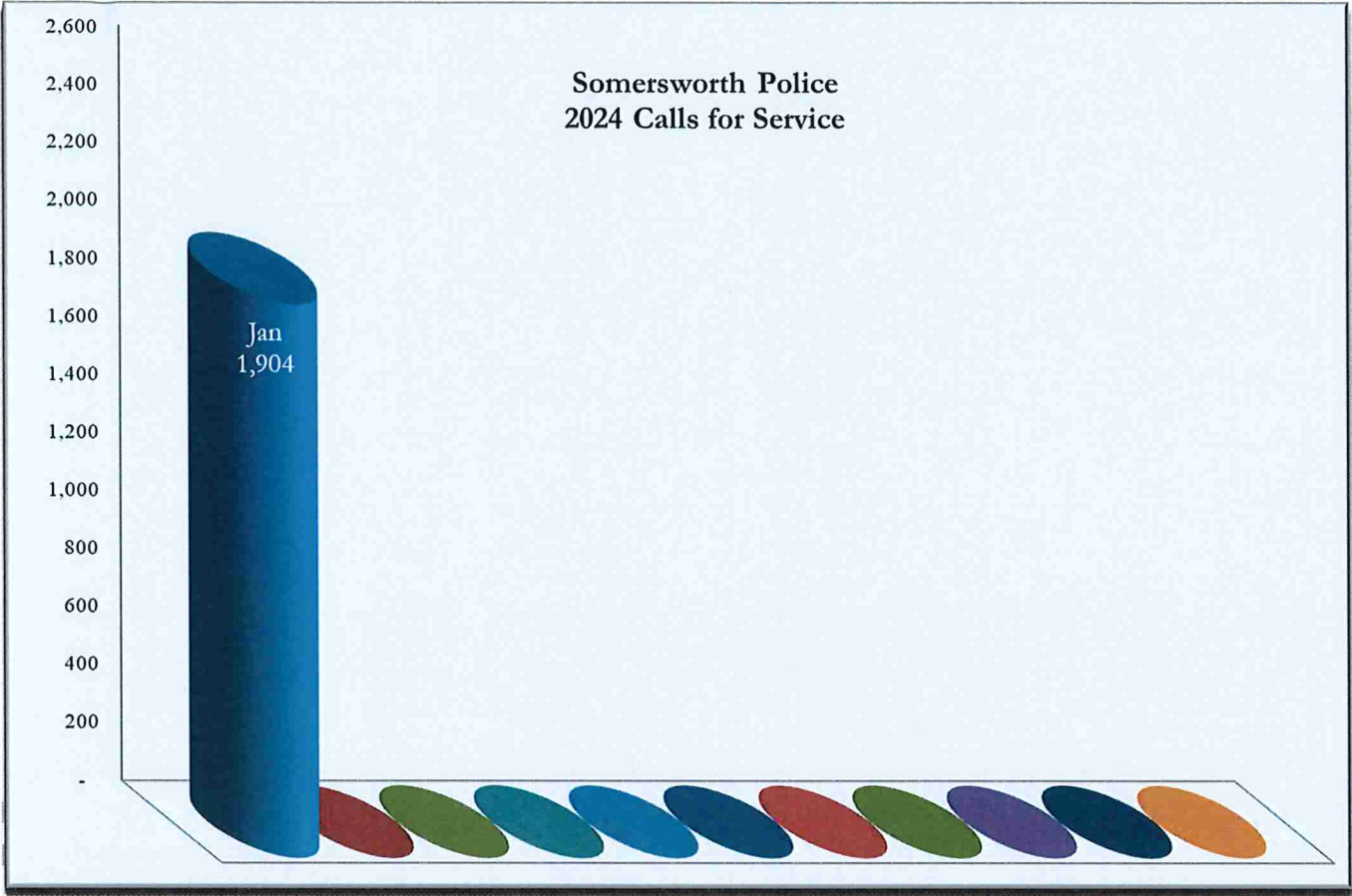
COMMUNITY POLICING:

- SRO Scott South participated in the PTA Winter Carnival at Maplewood Elementary School. There was face painting, games, dancing, crafts and a hot chocolate bar.
- Chief McLin presented Shop with a Cop plaques our appreciation to Somersworth Walmart, Somersworth House of Pizza, Somersworth Housing Authority, Aroma Joe's, Villa Pizza and Stripe Nine Brewing for their part in our Shop with A Cop event.

PERSONNEL/TRAINING:

- Cheryl Robinson, our Investigations Division Administrative Assistant retired on January 16th after 25 years with the City. We presented her with a plaque of appreciation for her years of service at an open house here at the PD where many present and former employees, and family and friends wished her well.
- Training this Month: Sig Sauer Armorer's Certification Course, Mental Health Seminar, Juvenile Justice Training and Law Enforcement Ballistic Shield Operator.

STATISTICS:



Yearly Comparison						
Month	2024	2023	2022	2021	2020	2019
January	1,904	1,906	2,100	1,562	1,939	1,976
February		1,606	1,935	1,280	1,756	1,796
March		2,011	1,909	1,666	1,926	2,145
April		1,708	2,064	1,802	1,846	2,285
May		1,843	1,897	2,004	1,708	2,053
June		1,594	1,808	1,984	1,749	1,935
July		1,610	1,520	1,757	1,949	2,048
August		1,993	1,570	1,881	1,847	1,943
September		2,212	1,717	1,820	1,875	2,020
October		2,150	1,665	1,775	1,937	1,906
November		1,760	1,671	1,880	1,717	1,860
December		2,010	1,693	1,944	1,513	1,995
TOTAL	1,904	22,403	21,549	21,355	21,762	23,962



City of Somersworth

Fire Department



February 14, 2024

To: Mr. Robert Belmore, City Manager

Re: February 2024 Monthly Fire Department and Emergency Management Report

Planning and preparations have been begun for the redesign of the front lobby. The goal is to create a space which is user friendly for residents and patrons while keeping a professional appearance and implementing cost saving measures. Some of the modifications will be increasing communication within the space by reducing the echo, providing permanent signage and communication systems within the lobby.

We are working on punch list items for the building remaining from the construction process. These items should be covered either under warranty or will be budgeted for appropriately. Items include working with Overhead Door to ensure the doors open and close when required, purchasing work benches for repair of equipment by fire crews, adjusting cameras for better exterior view of the building, working to ensure boiler operability, working with Two Way Communications on audibility throughout the building.

The new Car 1 command vehicle is on order. We will provide an approximate delivery date when that is received from MacMulkin. Repairs have been made to the primer on Truck 1 and it is in working order. Engine 4 is awaiting a solenoid to repair an air leak in the braking system.

We continue to work on identifying grants which have been awarded and working to allocate the funds appropriately as well as seek out potential open grants for application. There is currently a \$120,000 AFC grant through HUD which was slated for the training tower but can be used for training and equipment per the grant administrator. Plans for allocation should be completed shortly and general ideas have been presented the Public Safety Committee. The \$50,000 confined space rescue grant is in review and equipment will be allocated as allowable in the grant.

Monthly emergency response statistics with a comparison to last year:

	January 2024	January 2023
Fire (all types)	6	7
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	85	79
Hazardous Condition (no fire)	13	60
Service Call	12	14
Good Intent Call	0	0
False Alarm / False Call	33	74
Severe WX / Natural Disaster	1	17
Special Incident	0	0
Total	150	251

A mutual aid ambulance was called into the city 4 times during the past month as compared to 9 times in January 2023.

Note: The categories used to report monthly incidents are those mandated by the National Fire Incident Reporting System (NFIRS). Most categories are self-explanatory. For those categories that are not obvious, the following examples can add clarity: Good Intent Call - a reported fire that turns out to be steam from a dryer vent; Severe WX/Natural Disaster - a lightning strike or tree falling on a house that requires an inspection to ensure there is no fire; and a Special Incident - low frequency event such as a citizen's complaint of an ordinance or code violation.

Note: The SFD responds with Stewart's on the more serious medical calls and any time a mutual aid ambulance responds into the city. In addition, FD EMTs, AEMTs, and a paramedic assist Stewart's with transports when a driver and/or additional EMS providers are required.

Respectfully submitted,

Mark Dellner

Mark Dellner
Fire Chief / EMD
City of Somersworth